



One state. One system.

2017 Release

Department Transition Information
Meeting – 2017 Depts.

June 29, 2017



Agenda

- Welcome and Introductions
- Updates
 - Project Update
 - Cutover Update
 - Training Update
- Department Actions
 - Post Implementation Key Items
 - First 60 Days
- FI\$Cal Support
 - User Support Labs
 - On-Site Support

Welcome and Introductions

Tamma Adamek and Julie Bianucci

Welcome and Introductions

- Welcome – Tamma Adamek
- Today's Agenda
 - Information
 - Action
 - Support

Agenda

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FI\$Cal Project Update

Julie Bianucci

FI\$Cal Project Update

- Go-Live: July 10
- UAT update
 - We are in the Final week for Departmental Validation
 - 88 of 89 Test Scripts in scope have been passed by one or more departments.
 - Departments to finish up final (CALATERS) script this week.
 - Allocations/COA Tuning continues.
 - Departments to be invited for validation of Interface Cycle 3 based down-stream functionality for AM (INFAM003) Interface.
- New functionality update

Cutover to FI\$Cal Update

Julie Bianucci



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| 2017 Release Deploy Phase | May 1 | May 8 | May 15 | May 22 | May 29 | Jun 5 | Jun 12 | Jun 19 | Jun 26 | Jul 3 | Jul 10 | Jul 17 |
|---------------------------|-------|-------|------------------------|--------|-------------------------|-------|-------------------|------------|--------|---------------------|--------|--------|
| Dry Run | | | Dry Run 5/15 – 5/26 | | Dept Vals. 6/1 – 6/5 | | | | | | | |
| Dress Rehearsal | | | | | | | DR 6/16 – 6/19 | Dept Vals. | | | | |
| Cutover | | | | | | | | | | Cutover 7/7-7/10 | | |



Validations + Support >>

Go Live: 7/10

2017 Release – Cutover – Key Activities and Dates

- Cutover conversion files will be due in two sets:
 - 7/5 at 5 p.m. – Customers (CNVAR001A/1B) and Project Costing (CNVPC002A/2B) files only
 - 7/14 at 12 p.m. – Remaining Files
 - Files not received by the due dates and/or kick-outs will need to be manually entered by the Departments
- Conversion Files will be loaded into FI\$Cal Production
- Conversion Validations and Manual Entry Sessions will occur at FI\$Cal post cutover
- PeopleSoft and Cal eProcure outage will begin 12 p.m. on 7/7 and will be available 12 p.m. on 7/10

Training Update

Julie Bianucci

2017 Release Training Update

- Departments have completed a combined 66% of the required core end user training to date
- Each department must complete at least 80% of the required training (core users) by June 30
- Nine departments have met the threshold
- Three departments are at least 70% complete
- Training is communicating with Departments daily and weekly to support this task

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Post Implementation Key Items

CALSTARS

Pansy Kwong

CALSTARS – Dual Processing

- Departments may run parallel/dual system for validation purposes using FI\$Cal and CALSTARS for a limited period
- After go live, FI\$Cal is the primary system (book of record) and CALSTARS is the secondary system
- The use of CALSTARS must not delay entry, closing and reconciliation using FI\$Cal
- Departments will be responsible for the cost of CALSTARS use and support
- CALSTARS will convert departments to view/report only access during the year

Utility Payments/Encumbrance only POs

Mary Snovel



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Utility Transactions

A Purchase Order (PO) in FI\$Cal is both a procurement and encumbrance document. In general, a PO is not required when processing utility transactions in FI\$Cal; however, departments shall reference statewide policy manuals and departmental policy and procedures manuals to ensure compliance.

- Procurement and Contracting Policy:
 - State Contracting Manual – FI\$Cal (SCM-F)
- Encumbrance Policy:
 - SAM section 8342.3 informs departments they may encumber utilities but it is not required. It is the department's choice whether they want to encumber utilities.
- Departmental Policy and Procedures Manual

Note: For utility transactions that do not require a PO for procurement/contracting purposes and/or encumbrance purposes, SCO allows for straight pay voucher transactions in FI\$Cal.

Encumbrance Only POs

The current policy on the use of the Encumbrance Only Acquisition Type is provided in the SCM-F:

*“Encumbrance Only” is an acquisition type available for use by accounting personnel **only** for the purposes of encumbering funds for transactions that do not require a contract (aka “agreement” or “purchase order”) such as the following:*

- *Court Orders / Settlements*
- *Payroll Estimates*
- *Workers Compensation Claims*
- *Retirement Cash-Out / Payout*
- *Debt Services*
- *Travel / CalATERS*


Note: The SCM-F is updated frequently so department shall reference the SCM-F regularly for the current policy.


Emergency Expenditure Tracking

Raymond Esquer

Project Costing – Emergency Attribute


Navigation: Favorites ▾ | Main Menu ▾ > Project Costing ▾ > Project Definitions ▾ > General Information


FI\$Cal  Home | Worklist | Add to Favorites | Sign out




Tools: New Window | Personalize Page | 




Tabs: User Fields | Rates | Attachments | Asset Integration Rules | Budget Alerts | Supplemental Data | Project Attributes | Fund Source | **Emergency Attributes**





PC Business Unit 0690 **Project ID** EMERGENCY1




Incident Date  **Statewide Incident Number** **Statewide Incident Name**

Emergency Type ▾ **Incident Location(County)** 

Operational Period From  **Operational Period To**  **Departmental Lead** 

State Assembly District  **State Senate District**  **Federal District** 


Custom Attributes Personalize | Find | View All |   First  1 of 1  Last

| Attribute | Description | Value Free Form | | |
|-----------------------------------------------------------------------------------------------------------------------|-------------|----------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1 <input type="text" value="ER"/>  | ER fire | <input type="text"/> |  |  |

Last Update Date Time 05/31/17 9:52:16AM

Emergency Report and Query Navigations

Navigation: Favorites > Main Menu > FI\$Cal Processes > FI\$Cal Report > PC Reports > Statewide Incident Summary Rpt

FI\$Cal 

Statewide Incident Summary Rpt
Enter any information you have and click Search. Leave fields blank for a list of all values.

Search Criteria

Run Control ID

☐ Case Sensitive

Navigation: Favorites > Main Menu > Reporting Tools > Query > Query Viewer

FI\$Cal 

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

| Query | | | | Personalize | Find | View All | | | | | First | 1 of 1 | Last |
|----------------------------|-----------------------------|--------|--------|-------------|--------------|------------|----------|-------------------------|------------------|--|-------|--------|------|
| Query Name | Description | Owner | Folder | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites | | | | |
| ZZ_EMERG_PROJ_TRANSACTIONS | Department Incident Details | Public | | HTML | Excel | XML | Schedule | Lookup References | Favorite | | | | |

Statewide Incident Report – Sample

Report ID: RPTPC099

Statewide Incident ID: FIRE

Date From: 07/01/2015

Date To: 05/31/2017

Statewide Incident Summary Report

Report Date: 5/31/2017

Report Time: 18:00:06

| Business Unit | Project ID | Project Description | Fund Code | Budget | Encumbrance | Expenditure | Balance | Reimbursement |
|---------------|------------------|----------------------|-----------|--------------|-------------|--------------|---------------|---------------|
| 0690 | 0000000000002293 | An Phan | 0001 | 0.00 | 0.00 | 900,000.00 | -900,000.00 | 0.00 |
| 0690 | 0000000000002296 | Phan An | 0001 | 0.00 | 0.00 | 282,000.00 | -282,000.00 | 0.00 |
| 0690 | 0000000000002296 | Phan An | 0890 | 0.00 | 0.00 | -83,000.00 | 83,000.00 | 0.00 |
| 0690 | 0000000000002299 | HSGP | 0001 | 0.00 | 0.00 | 400,000.00 | -400,000.00 | 0.00 |
| 0690 | EMERGENCY1 | Emergency1 | 0001 | 0.00 | 0.00 | 5,000.00 | -5,000.00 | 5,000.00 |
| 0690 | EMERGENCY456 | emergency4 | 0001 | 0.00 | 18,342.50 | -601.00 | -17,741.50 | 0.00 |
| | | 56 | | | | | | |
| 0690 | EMERGENCY456 | emergency4 | 0890 | 0.00 | 0.00 | -2,400.00 | 2,400.00 | 0.00 |
| | | 56 | | | | | | |
| 0690 | EMERGENCY53017 | emergency5 | 0890 | 0.00 | 6,342.50 | 0.00 | -6,342.50 | 0.00 |
| | | 3017 | | | | | | |
| Sub Total BU | | | | 0.00 | 24,685.00 | 1,500,999.00 | -1,525,684.00 | 5,000.00 |
| 3600 | 0000000000001385 | Yolo Bypass Wildlife | 608300005 | 0.00 | 29,979.96 | 0.00 | -29,979.96 | 0.00 |
| 3600 | 0000000000002307 | DioL | 0200 | 0.00 | 0.00 | 200,000.00 | -200,000.00 | 0.00 |
| 3600 | 0000000000002307 | DioL | 0890 | 0.00 | 0.00 | 10,777.99 | -10,777.99 | 0.00 |
| Sub Total BU | | | | 0.00 | 29,979.96 | 210,777.99 | -240,757.95 | 0.00 |
| 4120 | 0000000000000883 | HPP Grant | 0001 | 6,795,190.00 | 785,456.11 | 2,472,181.98 | 3,537,551.91 | 9,540.00 |
| Sub Total BU | | | | 6,795,190.00 | 785,456.11 | 2,472,181.98 | 3,537,551.91 | 9,540.00 |

Statewide Incident Report – Sample (cont'd)

| Report ID: RPTPC039 Statewide Incident ID: FIRE Date From: 07/01/2015 Date To: 05/31/2017 | | | | Statewide Incident Summary Report | | | Report Date: 5/31/2017 Report Time: 18:00:06 | |
|----------------------------------------------------------------------------------------------------|------------------|----------------------------|-------------|-----------------------------------|-------------|--------------|-------------------------------------------------|---------------|
| Business Unit | Project ID | Project Description | Fund Code | Budget | Encumbrance | Expenditure | Balance | Reimbursement |
| 7760G | DGS0000000123900 | *070125 CHP REED AVE W SAC | *0602 | 0.00 | 0.00 | 632,284.01 | -632,284.01 | 0.00 |
| 7760G | DGS0000000131110 | *100607CON S ALT | *0602 | 0.00 | 0.00 | 370,387.96 | -370,387.96 | 0.00 |
| Sub Total BU | | | | 0.00 | 0.00 | 1,002,671.97 | -1,002,671.97 | 0.00 |
| 8940 | 0000000000002290 | Federal Telephones | *0001 | 0.00 | 0.00 | 201,000.00 | -201,000.00 | 0.00 |
| 8940 | 0000000000002294 | Federal Utilities | *0001 | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0.00 |
| 8940 | 0000000000002294 | Federal Utilities | *0890 | 0.00 | 0.00 | 8,000.00 | -8,000.00 | 0.00 |
| 8940 | 0000000000002447 | EMERGENCY 52817 | *0890 | 0.00 | 0.00 | 800.00 | -800.00 | 0.00 |
| 8940 | EMERGENCY123 | emergency test data | *0001 | 0.00 | 11,119.80 | 0.00 | -11,119.80 | 0.00 |
| 8940 | EMERGENCY123 | emergency test data | *0890 | 0.00 | 2,000.00 | 200.00 | -2,200.00 | 0.00 |
| 8940 | EMERGENCY89401 | emergency 89401 | *0001 | 0.00 | 0.00 | 100.00 | -100.00 | 0.00 |
| 8940 | EMERGENCY89401 | emergency 89401 | *0890 | 0.00 | 11,119.80 | 0.00 | -11,119.80 | 0.00 |
| Sub Total BU | | | | 0.00 | 24,239.60 | 212,100.00 | -236,339.60 | 0.00 |
| Incident Total by Fund | | | *0001 | 6,795,190.00 | 814,918.41 | 4,261,680.98 | 1,718,590.61 | 14,540.00 |
| Incident Total by Fund | | | *0200 | 0.00 | 0.00 | 200,000.00 | -200,000.00 | 0.00 |
| Incident Total by Fund | | | *0602 | 0.00 | 0.00 | 1,002,671.97 | -1,002,671.97 | 0.00 |
| Incident Total by Fund | | | *0890 | 0.00 | 19,462.30 | -65,622.01 | 46,159.71 | 0.00 |
| Incident Total by Fund | | | *6083000005 | 0.00 | 29,979.96 | 0.00 | -29,979.96 | 0.00 |
| Incident Total | | | | 6,795,190.00 | 864,360.67 | 5,398,730.94 | 532,098.39 | 14,540.00 |

Department Incident Detail Report - Sample

| Report ID: RPTPC039 Statewide Incident ID: FIRE Date From: 07/01/2015 Date To: 05/31/2017 | | | | Statewide Incident Summary Report | | Report Date: 5/31/2017 Report Time: 18:00:06 | | |
|----------------------------------------------------------------------------------------------------|------------------|----------------------------|-----------|-----------------------------------|-------------|-------------------------------------------------|---------------|---------------|
| Business Unit | Project ID | Project Description | Fund Code | Budget | Encumbrance | Expenditure | Balance | Reimbursement |
| 7760G | DGS0000000123900 | *070125 CHP REED AVE W SAC | 0602 | 0.00 | 0.00 | 632,284.01 | -632,284.01 | 0.00 |
| 7760G | DGS0000000131110 | *100607CON S ALT | 0602 | 0.00 | 0.00 | 370,387.96 | -370,387.96 | 0.00 |
| Sub Total BU | | | | 0.00 | 0.00 | 1,002,671.97 | -1,002,671.97 | 0.00 |
| 8940 | 0000000000002290 | Federal Telephones | 0001 | 0.00 | 0.00 | 201,000.00 | -201,000.00 | 0.00 |
| 8940 | 0000000000002294 | Federal Utilities | 0001 | 0.00 | 0.00 | 2,000.00 | -2,000.00 | 0.00 |
| 8940 | 0000000000002294 | Federal Utilities | 0890 | 0.00 | 0.00 | 8,000.00 | -8,000.00 | 0.00 |
| 8940 | 0000000000002447 | EMERGENCY 52817 | 0890 | 0.00 | 0.00 | 800.00 | -800.00 | 0.00 |
| 8940 | EMERGENCY123 | emergency test data | 0001 | 0.00 | 11,119.80 | 0.00 | -11,119.80 | 0.00 |
| 8940 | EMERGENCY123 | emergency test data | 0890 | 0.00 | 2,000.00 | 200.00 | -2,200.00 | 0.00 |
| 8940 | EMERGENCY89401 | emergency 89401 | 0001 | 0.00 | 0.00 | 100.00 | -100.00 | 0.00 |
| 8940 | EMERGENCY89401 | emergency 89401 | 0890 | 0.00 | 11,119.80 | 0.00 | -11,119.80 | 0.00 |
| Sub Total BU | | | | 0.00 | 24,239.60 | 212,100.00 | -236,339.60 | 0.00 |
| Incident Total by Fund | | | 0001 | 6,795,190.00 | 814,918.41 | 4,261,680.98 | 1,718,590.61 | 14,540.00 |
| Incident Total by Fund | | | 0200 | 0.00 | 0.00 | 200,000.00 | -200,000.00 | 0.00 |
| Incident Total by Fund | | | 0602 | 0.00 | 0.00 | 1,002,671.97 | -1,002,671.97 | 0.00 |
| Incident Total by Fund | | | 0890 | 0.00 | 19,462.30 | -65,622.01 | 46,159.71 | 0.00 |
| Incident Total by Fund | | | 608300005 | 0.00 | 29,979.96 | 0.00 | -29,979.96 | 0.00 |
| Incident Total | | | | 6,795,190.00 | 864,360.67 | 5,398,730.94 | 532,098.39 | 14,540.00 |

Department Incident Detail Report - Sample

| | | | | | | | | | | | | |
|---|----------------------------|----------------------|---------------------|-------------------|-----------------------------|-------------------------------|-------------------------|-----------------------|------------------|----------------------|----------------------|-----------------|
| | A | B | C | D | E | F | G | H | I | J | | |
| 1 | Department Inci | 2 | | | | | | | | | | |
| 2 | Project Id | Project Description | Activity Id | Descr | Resource Id | Resource Id From | Analysis Type | Resource Typ | Resource Categor | Resource Sub Categor | | |
| 3 | EMERGENCY1 | Emergency 1 | A | a | G069000002202442017-05-2602 | G069000002202442017-05-2602 | GLE | 48100 | | | | |
| 4 | EMERGENCY1 | Emergency 1 | A | a | 19084001 | G069000002202442017-05-2602 | BLD | 48100 | | | | |
| 5 | | | | | | | | | | | | |
| | Transaction Description | Transaction Date | Accounting Date | Employee Id | Name | Voucher Id | Vendor Id | Name | PO Numbe | PO Reference ID | Invoice | CFDA |
| | Entry to test Emergency #2 | 5/26/2017 | 5/26/2017 | | | | | | | | | |
| | Entry to test Emergency #2 | 5/26/2017 | 5/26/2017 | | | | | | | | MIS-00000029 | |
| | | | | | | | | | | | | |
| | Ref Awd # | Customer Contract ID | Customer ID | CFDA Num | P/N | C | Parent Project Number | User 4 | Account | Alternate Account | Descr | Ineligible Cost |
| | | 0000000092 | B000000000000001 | | | | | | 5301750 | 0000000000 | Photography Supplies | N |
| | | 0000000092 | B000000000000001 | | | | | | 5301750 | 0000000000 | Photography Supplies | N |
| | | | | | | | | | | | | |
| | Resource Quantit | Resource Amount | Reporting Structure | Fund Code | Program Code | Description | Appropriation Reference | Enactment Year | Agency Use | Service Location | | |
| | 0.00 | 5000.000 | 06903905 | 0001 | 0380 | Emergency Management Services | 001 | 2016 | | | | |
| | | | | | | | | | | | | |
| | Incident Number | Incident name | Emergency type | Incident Location | Operational Period From | Operational Period To | State Assembly District | State Senate District | Federal District | Departmental Lead | | |
| | FIRE | | Wildfire | Alpine | 5/26/2017 | 5/31/2017 | AD04 | SD01 | CA-01 | 0690 | | |
| | FIRE | | Wildfire | Alpine | 5/26/2017 | 5/31/2017 | AD04 | SD01 | CA-01 | 0690 | | |

January 2017

Configuration Freeze Dates

Raymond Esquer

Cutover Freeze Dates – 2017 Release Configuration

- **What** is a configuration freeze date?
 - This is the last day in which the project team can update the online configuration before go live
 - Note: FSC will process requests after go live using the defined Configuration Modification Request Form process
- **When** was the configuration freeze date?
 - **6/2** - Updates received prior to 6/2 will be in before go live (major configuration overhauls may be an exception)
- **Why** a configuration freeze date?
 - We need clean, static configuration data to load into Production to support our Cutover/Conversions
- **What** do the configuration freeze dates mean for me?
 - Between June 19 and July 10, submit your **Configuration Modification Request Forms** to fiscal.cmo@fiscal.ca.gov. After go live on July 10, 2017, submit your **Configuration Modification Request Forms** to the FI\$Cal Service Center fiscalservicecenter@fiscal.ca.gov.

Configuration Modification Request Form (CMR)

The Configuration Modification Request Form, and instruction for the completion and process can found on the FI\$Cal Service Center website.

http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html

Configuration Modification Requests

- [Configuration Modification Request \(CMR\) Form](#) 
- [CMR Form Instructions](#) 
- [Configuration Ownership Matrix](#) 
- [CMR Process](#) 

The Configuration Ownership Matrix will assist in identifying the Configuration Item Name *, the approvals required for the change, and the role needed to make the change (Central / Departmental).

*If you cannot identify the proper Configuration Item name, you can take a screenshot of the navigation for the page that the item is being used, and the value that needs to be changed (e.g. Location), and FSC will be able to provide guidance for completion of the Form.

Role Mapping Updates

Lawrence Cooper, Enterprise Security Services Office

Role Mapping Updates

- Submit TECH736 (updates only) to FSC
- Will be available at go live under *End User Access Forms* section on this page:
 - http://www.fiscal.ca.gov/access-fiscal/FISCal_Service_Center/index.html
- FI\$Cal Identity Self-Service Portal available beginning of August

Report 14

Jimmy Tran

Report 14

- All required departments will generate a Report 14 for any accounts outside of the Centralized Treasury System (CTS) or confirm they have no accounts outside CTS, due August 20.
- This information must be approved by a department head or designee.
- Once Report 14 is generated, departments can print, sign, and send a paper copy with a wet signature to the State Controller's Office as part of year-end reporting requirements. (STO will not require a printed/signed copy)

CALATERS

Eleanor Alvarez

CalATERS

- Validate your CalATERS Translation Table
 - Request an extract from Readiness Coordinator/COA Team
- Set-up non-State employees as Suppliers
- Travel Advances
 - Included in Catch-up Transactions
 - Clear up open advances – all open advances will be manually entered into FI\$Cal
- Travel Advance Payments Active in FI\$Cal at go live
- Expenditures Active in FI\$Cal mid-July

First 60 Days

Ray Esquer

First 60 Days – New Departments

| STEP | DATE | ACTIVITY | WHO/HOW |
|------------------------------------------------|--------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Part A – Conversion Finalization | | | |
| A.1 | 7/12/17 - 7/28/17 | Conversion validation | <ul style="list-style-type: none"> • New Departments • At FI\$Cal, with FI\$Cal support |
| A.2 | 7/17/17 - 7/28/17 | Manual conversions | <ul style="list-style-type: none"> • New Departments • At FI\$Cal, with FI\$Cal support |
| Part B – Department Configuration Setup | | | |
| B.1 | 7/10/17 - 7/14/17 | Validate Chart of Account (COA) values | <ul style="list-style-type: none"> • New Departments • At FI\$Cal, with FI\$Cal support |
| B.2 | 7/10/17 - 7/14/17 | Validate all other configurations | <ul style="list-style-type: none"> • New Departments • At FI\$Cal, with FI\$Cal support |
| B.3 | ASAP – 7/21/17 | Set up operating budgets (online or using upload) | <ul style="list-style-type: none"> • New Departments • At FI\$Cal, with FI\$Cal support |

First 60 Days – New Departments (cont'd)

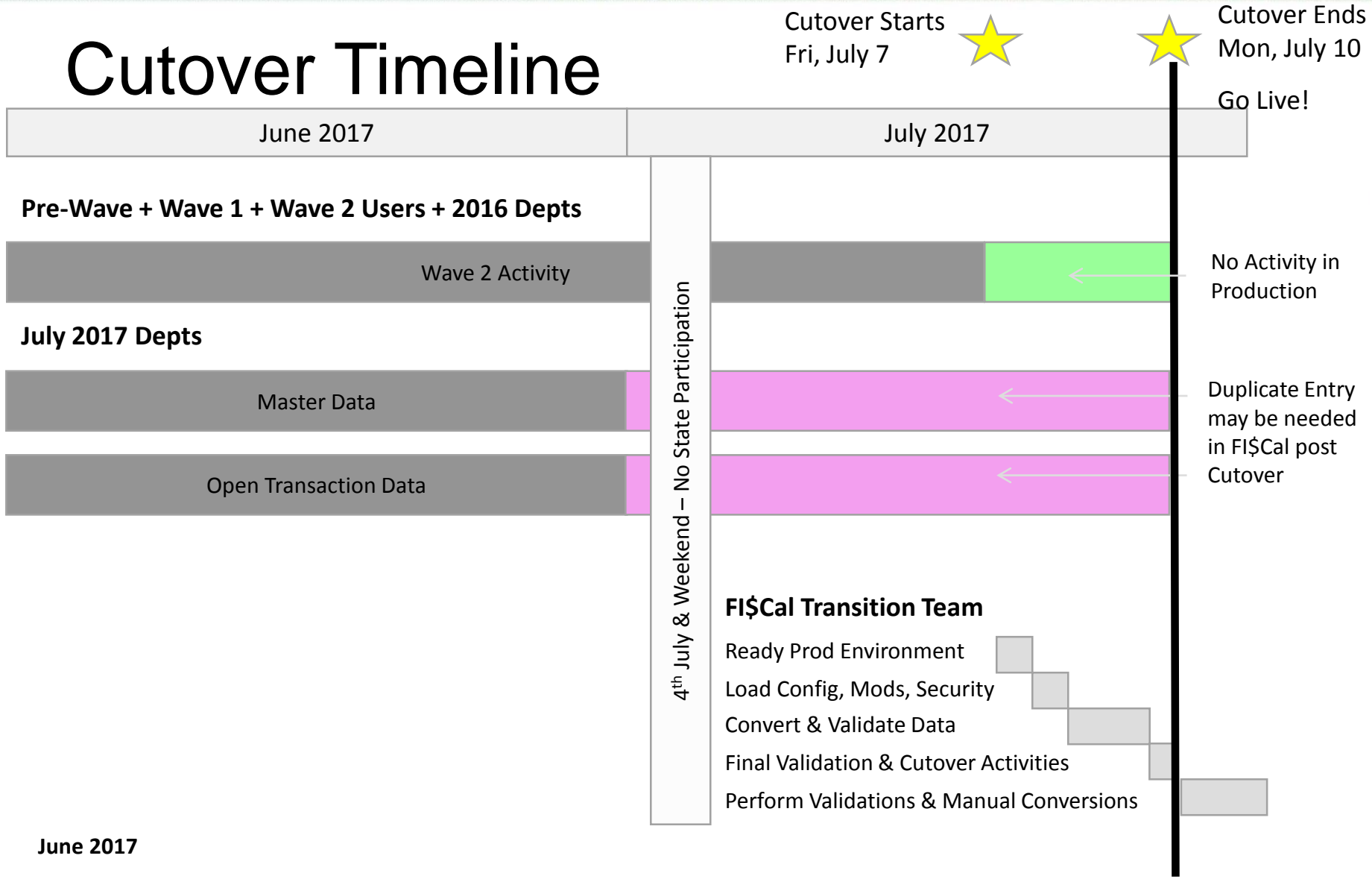
| STEP | DATE | ACTIVITY | WHO/HOW |
|-------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Part C – Begin Transacting | | | |
| C.1 | ASAP - 8/4/17 | Enter catchup transactions (from July 2017 period) Start only after Steps A and B are complete | <ul style="list-style-type: none"> • New Departments • FI\$Cal support available through User Support Labs |
| C.2 | 7/24/17 - on-wards | Enter current transactions (post -July 2017 period) | <ul style="list-style-type: none"> • New Departments • FI\$Cal support available through User Support Labs |
| Part D – Begin Month End Closing (MEC) Process | | | |
| D.1 | 8/28/17 - 9/15/17 | Close July 2017 in FI\$Cal | <ul style="list-style-type: none"> • New Departments • Attend MEC support session at DOF |
| D.2 | 9/18/17 - 9/29/17 | Close August 2017 in FI\$Cal | <ul style="list-style-type: none"> • New Departments • Attend MEC support session at DOF |



Track Department Transactions

Raymond Esquer

Cutover Timeline



“Catchup” Transactions

- FI\$Cal is providing you with a tracking tool for recording transactions that take place in your legacy systems from 7/1/17 until go live
- Successfully recording your “catch up” transactions and quickly entering them into FI\$Cal post go live is one of the most important lessons learned from W2

| | A | B | C | D | E | F | G | H | I | J |
|----|-----------------|----|---------------|--------------------------|---------------|---------------|------------------|-----------------|-----------------|-------------|
| 1 | Entering Assets | | | Asset Header Information | | | | | | |
| 2 | | ID | Business Unit | Asset ID | Asset Type | Asset Subtype | Transaction Date | Accounting Date | In Service Date | Cost |
| 3 | Example==> | 1 | 8860 | NEXT | <valid value> | \$1,000.00 | 5/5/2015 | 5/5/2015 | 5/5/2015 | \$4,313.00 |
| 4 | Example==> | 2 | 8860 | NEXT | <valid value> | \$2,599.99 | 5/5/2015 | 5/5/2015 | 5/5/2015 | \$753,256.0 |
| 5 | Begin Here==> | | | | | | | | | |
| 6 | | | | | | | | | | |
| 7 | | | | | | | | | | |
| 8 | | | | | | | | | | |
| 9 | | | | | | | | | | |
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| 14 | | | | | | | | | | |
| 15 | | | | | | | | | | |
| 16 | | | | | | | | | | |
| 17 | | | | | | | | | | |

Spreadsheet Uploads

- The following spreadsheet uploads will be available for depts post go live during the “dual entry” period (related job aid in parentheses):
 - **AP** – Voucher Upload (FI\$Cal.056)
→ Template for each dept will be provided before go live
 - **KK** – Budget Journal Upload (FI\$Cal.103)
 - **GL** – Journal Upload (FI\$Cal.001)
 - **PC** – Project Upload (FI\$Cal.156)

Supplemental Job Aids & Training Tips

Welcome to the Supplemental Job Aids and Training Tips for FI\$Cal end users resources page. This page provides by-step instructions on how to complete specific transactions in FI\$Cal not covered in the *User Frequently Asked Questions* and helpful *FI\$Cal End User Tips and Tricks* for navigating the system.

- [Job Aid Inventory List](#) - (Updated 06/12/2017)
- **FI\$Cal End User Supplemental Job Aids**
 - [Accessing FI\\$Cal 5.0 - How to log in](#) (Updated 07/29/2016)
 - [Accessibility Job Aids](#)
 - [Accounts Payable - AP Job Aids](#)
 - [Asset Management - AM Job Aids](#)
 - [Billing - BI / Accounts Receivable - AR Job Aids](#)
 - [Budgets - BU Job Aids](#)
 - [Cash Management - CM Job Aids](#)
 - [Chart of Accounts - COA Job Aids](#)
 - [Commitment Control - KK Job Aids](#)
 - [General Ledger, GL Conversions, and Year End Close - GL Job Aids](#)
 - [Grants Management - GM Job Aids](#)
 - [Labor Distribution - LD Job Aids](#)
 - [Project Costing - PC Job Aids](#)
 - [Procurement - PO Job Aids](#)
 - [Vendor Management - VM Job Aids](#)

MDW Tasks – Tracking Transactions

- Departments will complete two Master Department Workplan (MDW) Tasks to track and records transactions in FI\$Cal:

| Task ID | Task Name | Task Description | Start Date | End Date |
|---------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|
| BUSN744 | Track Department Transactions for Go Live | Track departmental transactions that occur during cutover and initial go-live time period. These transactions will need to be manually uploaded into FI\$Cal. | 6/23/17 | 7/10/17 |
| BUSN747 | Enter Catch-Up Transactions in FI\$Cal | Enter all "catch-up" transactions that occurred in the new fiscal year through go live. | ASAP after COA validations | 8/04/17 |

Agenda

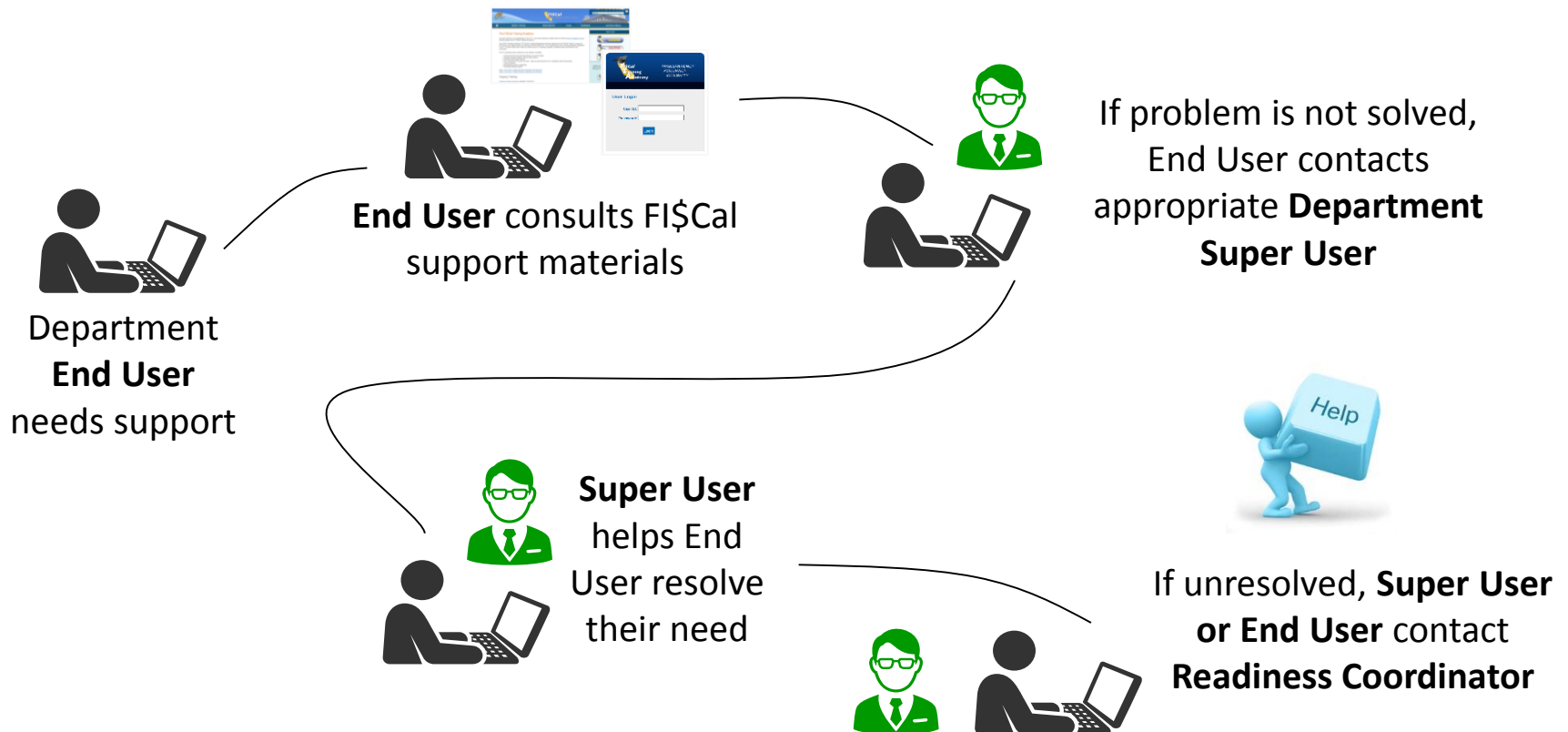
- Welcome and Introductions
- Updates
 - Project Update
 - Cutover Update
 - Training Update
- Department Actions
 - Post Implementation Key Items
 - First 60 Days
- FI\$Cal Support
 - User Support Labs
 - On-Site Support

FI\$Cal Support – Production Stabilization Period (PSP)

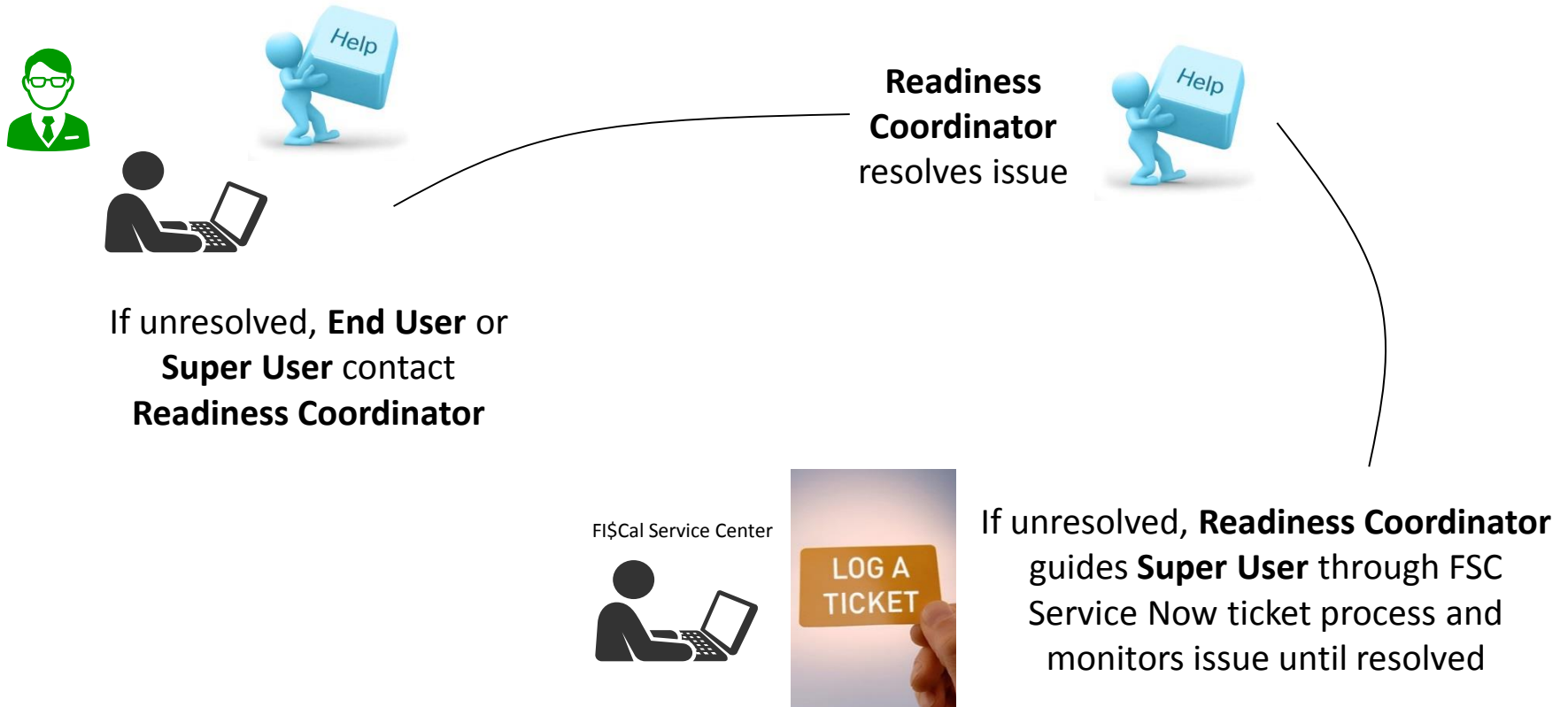
Julie Bianucci

Department Support Process

Super Users are the Go-To People for Support Within Their Departments



Readiness Coordinator Assists



Available Support

During the Production Stabilization Period (PSP), **Readiness Coordinator** assists and monitors. Transitions to FI\$Cal Service Center and Retention Team following PSP.

Readiness Coordinator
assists with Support
engagement



FI\$Cal Service Center



User Support Labs (USL)



On Site Support Team (OSST)



Department of Finance
Month End Close Team



Enterprise Intake Process
(EIP) for enhancements

User Support Labs (USLs)

Anthony Ampania

User Support Labs

- Departments can submit a request to bring in real work to transact in FI\$Cal
- FI\$Cal Trainers and Subject Matter Experts (BOSD) provide assistance
- USL participants must have completed their required training
- A Super User must also attend

User Support Labs

- USLs begin July 25 through September 28
- Held on Tuesdays, Wednesdays, Thursdays
- 9:00 AM – 11:30 AM in Sacramento
- Modules: AM, AP, BI/AR, CM, DM, GL, LA, PC/CA/GM, PO
- Departments register to attend via MDW Task TRNG710 (details on following slides):

| Task ID | Task Name | Task Description | Start Date | End Date |
|---------|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| TRNG710 | Register and Attend User Support Labs (USLs) | Training Liaison registers departments end users for participation in User Support Labs (USLs). USLs provide on-hands support to perform transactions directly in FI\$Cal Production. | 07/25/2017 | 09/28/2017 |

User Support Labs - Register

To request attendance in a USL, submit a 2017 Release User Support Lab Request Form at least **3 business days** in advance. The form is located [here](#).

The current USL Schedule (sample below) is included as Appendix A of this form.

| Date | Time | Module | | | | | | | | |
|-----------------|-----------------|--------|----|---------|----|----|--------------|----|----|----|
| | | PO | AP | BI / AR | CM | AM | PC / CA / GM | GL | DM | LA |
| Tuesday, 7/25 | 9:00 – 11:30 AM | X | X | | | | | X | | |
| Wednesday, 7/26 | 9:00 – 11:30 AM | | | X | X | | X | | X | X |
| Thursday, 7/27 | 9:00 – 11:30 AM | X | X | | | X | | | | |
| Tuesday, 8/1 | 9:00 – 11:30 AM | X | X | | | | | X | | |
| Wednesday, 8/2 | 9:00 – 11:30 AM | | | X | X | | X | | X | X |
| Thursday, 8/3 | 9:00 – 11:30 AM | X | X | | | X | | | | |
| Tuesday, 8/8 | 9:00 – 11:30 AM | X | X | | | | | X | | |
| Wednesday, 8/9 | 9:00 – 11:30 AM | | | X | X | | X | | X | X |
| Thursday, 8/10 | 9:00 – 11:30 AM | X | X | | | X | | | | |
| Tuesday, 8/15 | 9:00 – 11:30 AM | X | X | | | | | X | | |
| Wednesday, 8/16 | 9:00 – 11:30 AM | | | X | X | | X | | X | X |
| Thursday, 8/17 | 9:00 – 11:30 AM | X | X | | | X | | | | |
| Tuesday, 8/22 | 9:00 – 11:30 AM | X | X | | | | | X | | |
| Wednesday, 8/23 | 9:00 – 11:30 AM | | | X | X | | X | | X | X |

User Support Labs - Register

- Note: It is very important to understand the conditions that must be met when registering to attend a USL
 - One department (1) Super User (Super User is required to attend and must have completed the required training)
 - Up to three (3) additional end users who have completed the required training
 - The specific issue and module must be identified
 - The request form must be submitted at least **3 business days in advance** of the desired session to fiscal.cmo@fiscal.ca.gov

On-Site Support

Ray Esquer

On-Site Support Office (OSSO)

- Exists to provide in-depth knowledge of FI\$Cal System functionality and departmental support for California's financial management processes to FI\$Cal users.
 - Departmental Support for FI\$Cal users
 - Transactional training and support
 - Business process training and support
 - Assistance to departments that are having reoccurring problems in using FI\$Cal
 - On-going consulting and education in the areas of:
 - Role mapping and Workflow
 - Transactional processes
 - Configuration
 - Assist with the training and resolution of Month End / Year End Close incidents

On-Site Support Levels



Level 1

FSC Incident- Incident Resolution



Level 2

AT&T Connect –Online Meeting Tool



Level 3

User Support Lab (continuous after 90 day PSP)



Level 4

Deployment Support

FI\$Cal Service Center

Julie Bianucci

FSC – Contact Information

Email: fiscalservicecenter@fiscal.ca.gov

Voice: (855) FISCAL0 (347-2250)

Web: <http://www.fiscal.ca.gov/access-fiscal/>

Access FI\$Cal

2017 Release Training Update

Welcome to Access FI\$Cal. This page provides you with access to the FISCAL System, maintenance information, access to training, and access to the FISCAL Service Center.



Access the FISCAL Application.



Access FISCAL Service Center Information.



Access the University of FISCAL.



Access Application Maintenance Notices.

Outage Notification:

Select Maintenance button below to view upcoming outages.

Known Issues:

Saturday, 4/22/17: We are experiencing delays with the Hyperion BI Data Mart refreshes. This may impact running Hyperion BI Reports. Technical teams are currently working to resolve this issue.

Important Information:

For information on bidder and supplier activities, please use Cal eProcure (<https://caleprocure.ca.gov>). Cal eProcure is the new vendor portal that will replace BidSync.

FI\$Cal Release Notes:

FI\$Cal System release notes on issues impacting end users are [now posted online](#).



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Questions and Answers
FI\$Cal Project Information:

<http://www.fiscal.ca.gov/>

Or e-mail the FI\$Cal
Project Team at:

fiscal.cmo@fiscal.ca.gov



Appendix

Approach for Departmental Transactions and Month-end Closing (MEC)

- Transactional Support
 - FI\$Cal On-Site Support team available Monday through Friday to assist with daily transaction questions.
 - State Business Experts will supplement Onsite Support Team
 - “Mandatory” Lab for departments who are not showing progress on data entry
- DOF lab available for MEC, PFA and reconciliation support. Saturday support will be available in July-August.
- R2017 Departments have conversion and configuration validation to complete post go-live
- Catch up on July transactions to post in FI\$Cal

DOF Policy on Month End Close

- State Policy requires reconciliation within 30 days after the end of the month
- Finance will allow additional time to perform month-end closing (MEC) and to complete July and August reconciliations
- Using FI\$Cal as the primary accounting system, departments should comply with policy by FM3 (September) reconciliations
- Dates for expected closure for 2017 departments:
 - July by September 15, 2017
 - August by September 29, 2017
- Departments requiring additional time for MEC and reconciliations must submit a written request to Finance (FSCU) for a temporary exemption to the policy
- DOF will provide the FI\$Cal Overview and Month End training in August and September

MEC Process

- Refer to Job Aid.009 for running month end close process
- Common issues identified for MEC
 - Labor Distribution Errors
 - Voucher Build Errors
 - Items not sent to GL
- Contact Fiscal Service Center for assistance and MEC Close requests
 - Email: fiscalservicecenter@fiscal.ca.gov
- MEC Reporting Tool will be used for self Reporting, On-Site Support Office will assist with question and edits to the MEC Reporting Tool.

YEC Process

- Job Aid.258 for running the year-end close (YEC) process
- YEC activities
 - Close and reconciliation period 12
 - Period 998 – Adjustments/Corrections, Allocations, Final Month-end reconciliations
 - Budgetary Legal Ledger – Encumbrance reclassification
 - Prepare year-end reports
- Support
 - Contact DOF analyst for year-end reporting guidelines and requirements
 - Contact Fiscal Service Center for processing and system issues

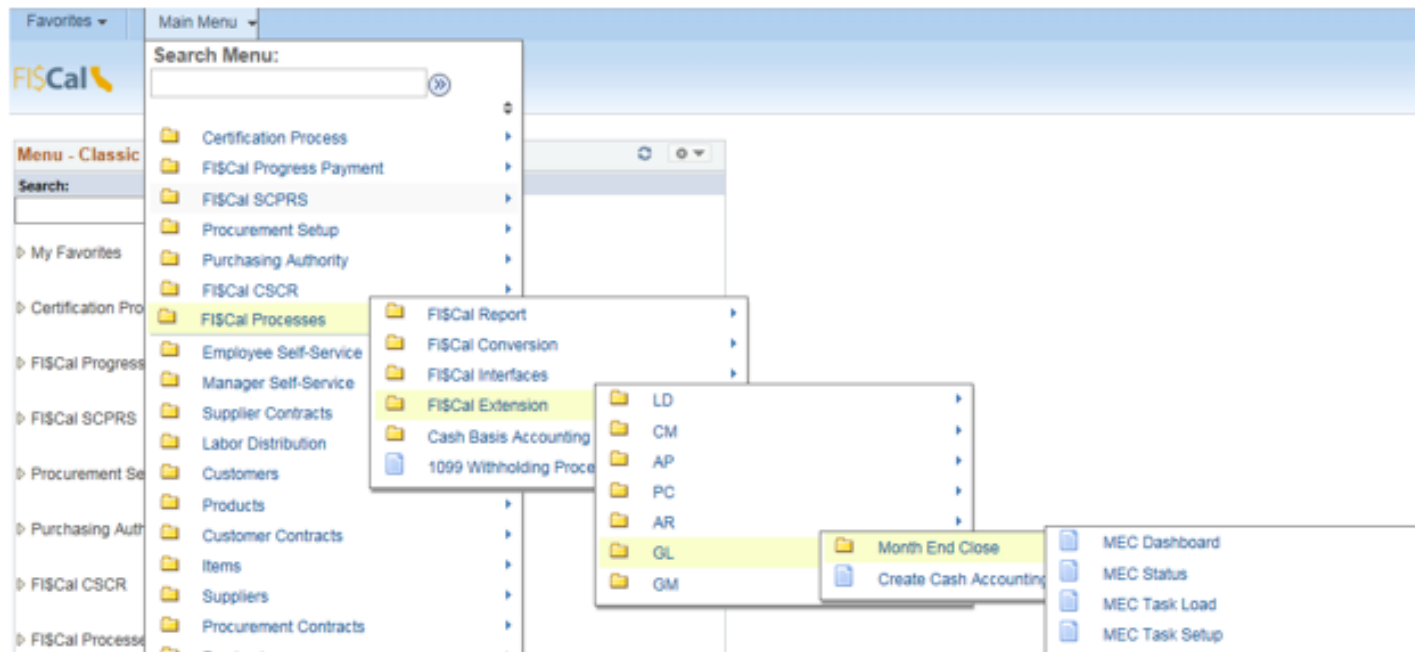
Month End Reporting Tool

- Designed to streamline the month-end close (MEC) tracking and reporting
- Located within the FI\$Cal system
- References available within the tool for each month-end close task (job aids, queries, navigation)
- Departments to report the status of their MEC closing tasks on a flow basis
 - At a minimum, departments must ensure the new MEC reporting tool is updated no later than the 1st and the 15th of each month.
- Job aid and training is available on how to use this tool

Month End Reporting Tool

The department user(s) with the general ledger role will report their MEC activities

- Navigation: Main Menu → FI\$Cal Processes → FI\$Cal Extension → GL → Month End Close → MEC Status



Month End Reporting Tool

MEC Detail Status

MEC Summary Status | **MEC Detail Status**

Business Unit: 8880 Fiscal Year: 2016 Period: 1 Acctg Date From: 07/01/2016 Acctg Date To: 07/31/2016

Personalize | Find | View 10 | First 1-25 of 25 Last

| Select | Step | Summary Task | Detail Task | Responsible Party | *Status | Incident Number | Incident Date |
|--------------------------|------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|-----------------|---------------|
| <input type="checkbox"/> | 1 | Enter Submodule Transactions | Confirm all subsystem transactions have been entered | Depts | Not Started | | |
| <input type="checkbox"/> | 2 | Enter Submodule Transactions | Run the ZZ_MEC_OUTSTANDING_TRXNS query and complete the outstanding transactions | Depts | Not Started | | |
| <input type="checkbox"/> | 3 | Enter Submodule Transactions | Check for AR items not posted and complete the transactions | Depts | Not Started | | |
| <input type="checkbox"/> | 4 | Enter Submodule Transactions | Check for AR receipts/payments not posted and complete the transactions | Depts | Not Started | | |
| <input type="checkbox"/> | 5 | Enter Submodule Transactions | Review and Correct all Suspense Journal Entries | Depts | Not Started | | |
| <input type="checkbox"/> | 6 | Enter Submodule Transactions | Open a ticket with the FISCAL Service Center only if Suspense Journal Entries have 50, 44, 46, or 62 series Account. See FISCAL.009 Job Aid for instructions. Confirm once all the Suspense Journal Entries have been resolved | Depts | Not Started | | |
| <input type="checkbox"/> | 7 | Run Labor Distribution | Create Payroll Journal representing the Payroll Clearing account amount | Depts | Not Started | | |
| <input type="checkbox"/> | 8 | Run Labor Distribution | Review Labor Configuration (Employees) and make any necessary modifications | Depts | Not Started | | |
| <input type="checkbox"/> | 9 | Run Labor Distribution | Run Labor Distribution Process (repeat error correction steps in the job aid until all errors are cleared) | Depts | Not Started | | |
| <input type="checkbox"/> | 10 | Run Labor Distribution | Run the ZZ_PAYROLL_ERR query and fix the transactions in error | Depts | Not Started | | |
| <input type="checkbox"/> | 11 | Run Labor Distribution | Run the ZZ_CHARTFLD_ERR query and fix the Combo Edit errors | Depts | Not Started | | |
| <input type="checkbox"/> | 12 | Run Labor Distribution | Run the ZZ_BUDGET_ERR query and fix the Budget Check errors | Depts | Not Started | | |
| <input type="checkbox"/> | 13 | Run Labor Distribution | Verify Payroll Clearing account has a \$0 balance | Depts | Not Started | | |
| <input type="checkbox"/> | 14 | Run Labor Distribution | Run the Allocation Process (using No Output option). Review Allocation Results and notify FSC if any updates are required to the configuration | Depts | Not Started | | |
| <input type="checkbox"/> | 15 | Close Submodules | Run the ZZ_MEC_ENTRIES_NOT_SENT_TO_GL query to get counts for transactions which have not posted to the GL. Run the corresponding detail query (see Reference section of Job Aid) and complete the transactions | Depts | Not Started | | |
| <input type="checkbox"/> | 16 | Close Submodules | Open a ticket with the FISCAL Service Center for Submodules closing. See FISCAL.009 Job Aid for instructions. Confirm once you have received notification on Submodules being closed. | Depts | Not Started | | |
| <input type="checkbox"/> | 17 | Run Allocations | Run Allocation Process and Review Allocation | Depts | Not Started | | |



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First 60 Days – Don't Forget

| MODULE | ACTION TO TAKE |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General Ledger | <ul style="list-style-type: none">• Establish ORF• Enter operating budgets• Confirm Allocations• Verify LD Configuration - Setup and verify new employee settings |
| Accounts Payable | <ul style="list-style-type: none">• Setup new external suppliers• Setup new employee suppliers• Enter any paper claims as claims vouchers via second user ID• Record manual payments for ORF vouchers for July• Enter PO vouchers for paper claims that are associated to a PO and link to a PO in FI\$Cal• Enter 1099 paper claims as 1099 manual payment vouchers• Enter CalATERS open Travel Advances, adjust entries as needed, clear voucher build errors. |
| Procurement | <ul style="list-style-type: none">• Enter encumbrance only PO's as amount only• Validate Pcard-Cardholder information setup by FI\$Cal• Enter catch-up transactions |



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First 60 Days – Don't Forget (cont'd)

| MODULE | ACTION TO TAKE |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accounts Receivable & Billing | <ul style="list-style-type: none">• Enter catch up transactions |
| Project Costing, Contracts & Grants | <ul style="list-style-type: none">• Validate Fund Distribution rules• Enter catch up transactions for Projects, Contracts, Grants, Funding Agreements, Fund Distribution rules |
| Asset Management | <ul style="list-style-type: none">• Add any Assets that were missed during cutover• Request from FSC to close 6/30/17 AM Period following AM conversion validation or manual entry conversion |